

Example Letter – Student Accepting Admission and Confirming Enrollment

April 23, 2012

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Office of Admission
Two Rivers College
100 College Way, Suite 101
Anytown, OH 45202

Dear Admissions Officer,

I am writing to officially accept admission to Two Rivers College in fall 2012. Please find enclosed the optional contact information form and a \$300 check for the required enrollment deposit. Please let me know if any additional information is needed at this time.

I am very excited to become a member of the Two Rivers college community and anticipate a great college experience. I look forward to working with your office to prepare for enrollment in late August.

Thank you.

Sincerely,

Anna Johnson